

CODE OF CONDUCT

PURPOSE:

All Employees are required to behave in a manner consistent with this Code of Conduct.

SCOPE:

Effective Logistics recognises that our reputation is one of our most valuable assets and is founded largely on the behaviour of the people who represent us. This Code and the associated Operating Principles applies to all directors, employees, contractors and consultants of Effective Logistics. Compliance with this Code, our policies and the law are a condition of employment and will serve to enhance our brand and reputation.

CODE

All Employees are required to:

- (a) Abide by Effective Logistics Values, uphold the Business Principles and comply with all policies and procedures;
- (b) Uphold the principles of equal opportunity and embrace the diversity in our teams;
- (c) Maintain a work environment free of unlawful discrimination, harassment and bullying;
- (d) Perform their job in a safe, responsible and effective manner;
- (e) Obey the law and comply with the regulatory requirements that applies to their job;
- (f) Respect and safeguard the property of customers, Effective Logistics and fellow Employees, suppliers and contractors;
- (g) Maintain the confidentiality of all customers, Effective Logistics or other individuals' information obtained through your work;
- (h) Perform your duties to the best of your ability, taking into account your skills, experience and qualifications;
- (i) Ensure personal business, financial and other outside interests do not conflict with, or appear to conflict with their duties;
- (j) Not give or accept gifts, prizes or hospitality that compromise or could appear to compromise themselves or Effective Logistics;
- (k) Report unethical, illegal or improper behaviour, including breaches of this Code of Conduct; and
- (l) Not condone behaviour which breaches this Code of Conduct.

VIOLATIONS

In the event of a violation of Effective Logistics' Policy, the following disciplinary action or actions at the discretion of management may occur:

- (a) Further education and training;
- (b) Counselling;
- (c) Written warning;
- (d) Final written warning;
- (e) Summary dismissal;
- (f) Any other lawful or legitimate action Effective Logistics deems appropriate under the circumstances to protect its interests and those of its employees, clients, suppliers, shareholders and any other stakeholders.

The following are examples of breaches of this Code:

- Reporting to work in such a condition that you are unfit to perform your duties properly or safely including but not limited to reporting to work under the influence of alcohol or drugs;
- Failure to report any accident or incident to your manager;
- Any deliberate or careless action that results, or may result, in the injury of a fellow worker, a customer or damage to Effective Logistics or personal property;
- Irresponsible use of fire protection or safety equipment or any plant or equipment;
- Grossly negligent, wilful and deliberate acts affecting hygiene, quality or safety;
- Failure to observe Safety Rules or working in an unsafe manner or failing to make proper use of safety equipment (where such equipment is installed and/or provided).

OPERATING PRINCIPLES

- Effective Logistics conducts its activities ethically, in accordance with the law and its regulatory obligations;
- Effective Logistics respects, considers and responds to the interests of all of its stakeholders, and engages in a way that promotes genuine trust;
- Effective Logistics takes the security of its people, property and information seriously;
- Effective Logistics values and respects human and animal rights;
- Effective Logistics respects the privacy of individuals and protects their personal information; and
- Effective Logistics’ priority is to exceed the expectations of our customers by way of delivering a valuable and compassionate experience.

SUMMARY OF KEY POINTS

This Code sets standards of behaviour expected of every Employee of Effective Logistics. A breach of this Code will lead to disciplinary action ranging from counselling to termination of employment. Furthermore, in some circumstances Effective Logistics make take legal action against you.

If you have any questions that are not specifically addressed in this Code or any of the policies referred to in this Code, please ask your Supervisor / Manager for advice.

RESPONSIBILITY:

- Managing Director for commercial arrangements
- Drivers for complying with the intent and instruction of the relevant policy and procedure.

All employees, contractors and visitors are required to be familiar with this policy and act in accordance with their responsibilities. All drivers and operational staff will be trained in the company Load Restraint Procedure on a regular basis.

As representative of its development and our mutual commitment, this policy is endorsed by:

Authorised By:

Review Date:

EffLog Operations PTY LTD Load Restraint Policy	Amend. No: 1.5/2019/01	Release Date: 28/05/2019
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COUPLING & UNCOUPLING PROCEDURE

Purpose

Uncoupling and coupling a prime mover and semitrailer is a task which if not done correctly can lead to serious accidents, injury and vehicle damage. Follow these steps to perform the task correctly.

Audience

This document applies to all:

- EffLog Operations PTY LTD work locations.
- EffLog Operations PTY LTD personnel.
- Contractors carrying out work for the EffLog Operations PTY LTD

Uncoupling A Semi-Trailer

Step 1 - Secure the vehicle

Before uncoupling:

- Make sure your semi-trailer is parked on a level area.
- Ensure the vehicle is on a surface firm enough to support the trailer landing gear and its load.
- Make sure the prime mover and semi-trailer are in a straight line.

You will then need to:

- Apply the parking and trailer brakes.
- Ensure trailer security by giving it a 'tug test' with the prime mover to see if the trailer moves or by chocking the trailer wheels.
- Always use chocks when you have to park a semi-trailer on a grade. It is best to chock the semi-trailer's front axle in case the landing legs collapse and the rear axle(s) lifts.
- When you uncouple on soft ground, put suitably strong timber or other flat supports under the landing gear.
- Large pressure drops during a static brake check may indicate that there is a problem. Always have this checked.

Step 2 - Trailer check

1. Lower the landing gear ensuring firm and even contact with the ground.
2. Raise the trailer until a gap is visible at the fifth wheel (turntable).
3. Secure the landing gear handle.

Step 3 - Uncoupling the trailer

1. Release the turntable jaws. If the release handle cannot be moved, the jaws may be under load.
2. Take the pressure off by gently rocking the prime mover forward and back and then try to release again.
3. Move forward slowly. Release the prime mover parking brake and slowly drive forward in a straight line until the fifth wheel is just clear of the trailer skid plate, making sure the trailer stays put, using the trailer brakes if necessary.
4. Apply prime mover park brake.

Step 4 - Final check

1. Disconnect the air hoses and electrical cables from the trailer.
2. Stow hoses and cables properly on the prime mover making sure that the connectors are kept free of dust and water, and that they cannot get caught on the tail shaft.
3. Drive away slowly. Ensure the driver's door is closed whenever the vehicle is moving.

Coupling A Semi-Trailer

Step 1 - Position the vehicle

1. Reverse the prime mover into position, lined up straight in front of the trailer, stopping the prime mover with the skid plate just touching the trailer.
2. Apply the parking brake.

Step 2 - Trailer check

1. Check the trailer skid plate, kingpin, turntable jaws, airlines, leads and connections for damage.
2. Make sure the turntable jaws are open.
3. If the trailer:
 - Has a block welded to the skid plate about 30 cm behind the kingpin, make sure the top of the turntable is the type which turns and is unlocked.
 - Is without the block the turntable will need to be locked in position.
 - Make sure the top of the turntable is well greased when it is used in the locked position.

Step 3 - Securing the trailer

1. Ensure trailer is secure. Place chocks behind at least one wheel. If the trailer is equipped with spring brakes, the trailer brakes should already be on.
2. Check that the turntable and kingpin are lined up and that the prime mover will clear the trailer.
3. Check and adjust the height of the skid plate to the turntable. The height of the trailer skid plate should be slightly lower than the centre of the turntable. About five centimetres is ideal. If the trailer is too low, the prime mover chassis or edge of the turntable can hit the trailer front instead of going under. On a trailer that is too high, the turntable may not properly latch on to the kingpin, or the turntable could even pass beneath the kingpin, allowing the prime mover cab to hit the trailer.

Step 4 - Trailer check

1. Connect air hoses and electrical cables (do not forget to twist lock ring on bayonet fittings)
2. Apply the trailer brake.
3. Check brake air pressure.

Step 5 - Coupling the trailer

1. Reverse the prime mover slowly under the trailer until the turntable jaws lock around the kingpin.
2. You should hear the jaws close and lock into place.
3. Raise landing gear just clear of the ground.
4. Perform a 'tug test' to check the trailer is locked on by trying to move off in first gear with the trailer brakes on.
The prime mover should not move.
5. Repeat this check to be absolutely sure.
6. Check that the coupling release lever is in the locked position and there is no gap between the turntable and the trailer skid plate.
A visible gap between the turntable and the trailer skid plate may mean the trailer is set too high. Try lowering the trailer on the landing gear slightly and the gap should close but if it does not check for any problems.
Check that the turntable jaws are closed correctly and have locked on to the kingpin.
Make sure that the head of the pin is not sitting on top of the jaws.
7. Fully raise the landing gear and stow the handle.
Check that there is enough clearance for normal movement between the prime mover (frame and wheels) and the trailer frame.
Check also that there is enough clearance between the landing gear and the back of the truck frame to allow for turning.

Step 6 - Final check

1. Run the engine until the air pressure has reached its maximum in the air tanks.
2. Switch off the engine, apply the parking brakes, and turn on the hazard warning lights, side and tail lights.
3. Perform an inspection by walking around the truck and trailer listening for air leaks, and checking all trailer lights are operational.
4. Remove and stow wheel chocks.
5. Allow time for air ride systems to prime before moving off as substantial damage may occur if not in the full ride position – this may take time with some combinations eg B-double.

This procedure should be followed up with a Verification of Competency Assessment.

Authorised By:

Review Date:



WORKPLACE INCIDENT AND INJURY REPORTING PROCEDURE

RESPONSIBILITIES

It is the responsibility of the **General Manager** to ensure that:

- Managers notify the Occupational Health and Safety Representative of all dangerous occurrences, potential hazards and near misses;
- Managers are aware and understand the principles of incident and accident reporting and investigation;
- All incidents and accidents that result in or have the potential to result in injury or damage are investigated and, where necessary, corrective or preventative action is taken;
- All matters relating to employee welfare are dealt with in the most appropriate and timely manner.

It is the responsibility of **all employees, including contractors**, to ensure that:

- Accidents, hazards and near misses are reported to management at the earliest opportunity;
- All requirements and obligations under the relevant legislation are complied with.

It is the responsibility of the **Occupational Health and Safety Representative** to:

- Help identify the causes of dangerous occurrences and accidents and develop corrective action;
- Ensure State Authorities are appropriately notified of all reportable occurrences or events.

PROCEDURES

All accidents or incidents that result in an injury or illness at work must be reported to the Occupational Health and Safety Representative within 24 hours of the incident occurring.

Any workplace accident or incident (*dangerous occurrence*) which has the potential to result in injury or damage to property must be reported in the same manner as an incident or accident that results in injury or damage.

IMMEDIATE ACTIONS

All injuries and illnesses must be assessed by a qualified First Aid Officer to determine whether medical treatment is required. The relevant Supervisor must advise the Site Manager of all injuries or illnesses.

If medical treatment is required, the injured person's Manager must ensure that suitable arrangements are made for transport to a doctor or hospital. It must be noted that:

- All eye injuries (including foreign objects between the eye and eye lid which is not dirt or dust particles) must be referred to a doctor or hospital.
- When injury or illness involves a chemical, a Material Safety Data Sheet and other information which may have been prepared for such incidents must accompany the injured person to the doctor or hospital.

The Occupational Health and Safety Representative must be notified immediately in the event of any incident which occurs.

All injuries resulting in lost work time must be reported to the Occupational Health and Safety Representative within 24 hours.

The following documents must be completed for all incidents and injuries involving employees, volunteers, agency staff, contractors, visitors or the general public:

- The Effective Logistics Accident/Incident Report Form;
- The Effective Logistics Injury Register;
- Incident notification as appropriate to the relevant WorkCover authority.

A copy of the completed incident report form must be retained and filed by the Occupational Health and Safety Representative.

If the incident/injury results in a Worker's Compensation claim, the following forms need to be completed:

- Worker's Compensation form from the employee;
- Worker's Compensation form from the employer;

All claims for compensation must be accompanied with an appropriate medical certificate for time lost.

Ensure copies of all documents are kept on the employee's personnel file.

The Occupational Health and Safety Representative will ensure that an appropriate incident investigation for all lost time injuries and major incidents is conducted and reported to the Human Resources Department. Each accident or incident must be investigated in consultation with the Human Resources Department to ensure that corrective or preventative action is taken as appropriate.

Managers are required to liaise with Occupational Health and Safety Representatives to implement corrective or preventative actions arising from any investigation.

IN THE EVENT OF A DEATH

Advise Emergency Services on 000. If an incident results in a death, the site of the incident must not be disturbed until:

- an inspector arrives at the site of the incident; or
- an inspector directs otherwise at the time of notification.

The above does not apply if the disturbance to the site is for the purpose of:

- protecting the health and safety of any person; or
 - aiding an injured person involved in an incident; or
 - taking essential action to make the scene safe or to prevent a further occurrence of an incident.
- Advise the Occupational Health and Safety Representative immediately.

The Occupational Health and Safety Representative will advise the GM immediately.

As representative of its development and our mutual commitment, this policy is endorsed by:

Authorised By:

Review Date:

EffLog Operations PTY LTD Incident and Injury Reporting Procedure	Amend. No: 1.5/2019/01	Release Date: 28/05/2019
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LOAD RESTRAINT POLICY

PURPOSE:

EffLog Operations PTY LTD has a legal and moral duty to not cause any heavy vehicle to leave a loading site with unsafe or non-compliant load restraint. The desired outcome of this policy and subsequent procedures is to ensure compliant load restraint systems are used by the organisations and contractor-controlled vehicles.

SCOPE:

This policy is pertinent to the organisation's operations, commercial arrangements and heavy vehicle loading and unloading activities. The policy is pertinent for all the organisation's drivers and supply chain partners.

POLICY STATEMENT:

It is the organisation's policy for all vehicles to be compliant with all load restraint laws. This requires a risk management approach supported by research, consultation, training and systems to ensure heavy vehicles shall comply with load restraint requirements as identified in the NTC Load Restraint Guide 2018.

As a responsible company the organisation shall:

- Conduct risk assessments to manage load restraint compliance
- Conduct appropriate training
- Establish clear responsibilities and authorities
- Supply appropriate resources

Commercial arrangements between the organisation's clients and sub-contractors will address load restraint requirements pertinent to the specific freight tasks. Contracts and other commercial arrangements may contain but not be limited to:

- Descriptors of product dimension and/construction
- Load plan construction
- Load restraint
- Vehicle configuration and procedures for load restraint, OH&S/WHS, centre of gravity considerations, product protection and dimension control
- Training requirements for all employees and sub-contractor managed drivers.

RESPONSIBILITY:

- Managing Director for commercial arrangements
- Drivers for complying with the intent and instruction of the relevant policy and procedure.

All employees, contractors and visitors are required to be familiar with this policy and act in accordance with their responsibilities. All drivers and operational staff will be trained in the company Load Restraint Procedure on a regular basis.

As representative of its development and our mutual commitment, this policy is endorsed by:

Authorised By:

Review Date:

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LOAD RESTRAINT PROCEDURE

Purpose:

EffLog Operations PTY LTD is committed to transporting our customer's freight without causing harm to people or damaging property or the customer's freight. The purpose of this procedure is to provide a guidance to ensure appropriate actions are taken to minimise these risks and assure compliance with the requirements of the NTC Load Restraint Guide 2018.

Audience:

This document applies to all:

- work locations.
- personnel.
- Drivers & Contractors carrying out work for the xxx

EffLog Operations PTY LTD 's OH&S policy is to create and maintain a safe, healthy and productive workplace, environment and procedures for all persons at our places of work, without risk to their health, safety or welfare arising out of our work activities.

Procedure:

The way your vehicle is loaded is very important for your safety and for the safety of others. You are legally responsible for your load and any damage or injury it may cause. Driving over bumps in the road, around curves and corners, and accelerating and braking can cause your load to move. The force of an impact can move a load that is unstable or not properly secured and you can lose control of your vehicle.

The weight of your load should also be evenly distributed so you can control your vehicle properly. This procedure is also supportive of the objectives of EffLog Operations PTY LTD OH&S Policy.

A load restraint system on a vehicle should be capable of restraining the following percentages of the weight of the load from shifting:

- 20 per cent upward.
- 80 per cent forward.
- 50 per cent rearward.
- 50 per cent sideways.

Loads must be secured to prevent:

- Any part of the load hanging over or sticking out of the vehicle in a way which could hurt someone, damage property or cause a hazard to other road users.
- Any part of the load being dislodged or falling out of the vehicle either in transit or during the loading and unloading process.

It is against the law to drive a vehicle where the load is not secured. You can stop your load from moving by:

- Lashings secured to the vehicle chassis, including:
 - Cross bearers.
 - Outriggers.
 - Tie rails and similar arrangements.
- Blocking arrangements such as:
 - Load racks.
 - Headboards.

- Bulkheads.
- Stakes in pockets.
- Transverse beams.
- Shoring bars/Pogo Sticks.
- Chocks, dunnage, etc.

These and other fastening devices such as dogs and chains, cables, clamps, load binders must be in good condition. A chain is not good enough if even one link is deeply gouged, pitted or worn. A load binder that is damaged significantly reduces the mass that it is capable of restraining. Make sure the lashings are tight enough to stop any movement and are suitable to the nature of the freight. Make sure the type of lashing you use is strong enough to hold the load in place.

The lashings should be protected from any sharp edges on the load or on the vehicle. When using more than one lashing, secure them separately so if one line fails the others will hold. If unsure of the correct lashing method to use refer to the NTC Load Restraint Guide or Management for assistance. Never leave a site unless you are sure your chosen method of load restraint suitable for the type of load you are transporting.

Always be aware of the angle of the restraint method to the tray of the truck. Angles less than 30 degrees significantly reduce the downward force placed on the load and are not recommended to be used as a solitary method of load restraint.

Friction cannot stop your load from moving but it can be a great help. To make the best use of friction, the base of the load and the tray of your vehicle should be kept clean, dry and free from grease. A slippery surface is always dangerous.

At regular intervals you should inspect your load restraint equipment (Load Binders, chains, etc) for wear and/or damage. Worn or damaged equipment must be replaced and must not be used under any circumstances. Having sufficient and appropriate load restraint in good condition available is the responsibility of the driver.

Avoiding Load Shift:

- Do remember that loads can settle and shift during a journey, causing lashings to slacken
- Do check your load before moving off Do check your load every time an item is added or removed during the journey
- Do check your load periodically and at routine stops
- Do check you load after emergency braking or Swerving

Understanding the contribution that friction makes to load restraint and how to increase it is very important. In a typical situation about half of the braking force is resisted by friction alone.

Rope is only suitable for very light loads. Use webbing.

1. Understanding the contribution that friction makes to load restraint and how to increase it is very important.
2. In a typical situation about half of the braking force is resisted by friction alone
3. Increasing friction is the most economical means to improving load restraint.
4. Proper anti-slip matting increases the friction by 50% over timber.
5. Oil, grease or multiple layers of plastic, on cargo and floors can dramatically reduce friction.
6. A slippery deck typically requires three times as many restraints!
7. Blocking and containing are effective ways in achieving load restraint.
8. This means using strong headboards and gates.
9. Consignors should ensure all packaging will withstand stacking and restraint forces without crushing the cargo and losing tension in the restraints.

10. Consignors should consider how to increase the friction between layers of cartons on a pallet or wrap the pallet to restrict movement.
11. If this is not possible, then a “containment” method should be used.
12. Lashing anchor points must have adequate design strength.
13. Anchor chains at vertical post on the rope rail, clip webbings just behind the vertical post on the rope rail.
14. Often more than one means of restraint will be required (friction, blocking & lashing).
15. You may need to use webbing over pallets even though they are behind gates e.g. if there is a large gap to the headboard to get axle loadings correct.
16. Tautliner curtains were designed to keep freight clean and dry, in their own right they are not an effective load restraint option.
17. Never leave loose items on the back of a trailer, or above the gates.
18. Gates if not restrained, locked or braced may be just another unrestrained article.

All employees and contractors are required to be familiar with this procedure and act in accordance with their responsibilities.

As representative of its development and our mutual commitment, this policy is endorsed by:

Authorised By:

Review Date:

**EFFECTIVE
LOGISTICS**

MOBILE PHONE POLICY

PURPOSE:

The purpose of this policy is to outline what the Company considers to be acceptable and unacceptable use of mobile phones at work. Mobile phones can be both disruptive (in terms of productivity and concentration levels) and dangerous (from a health and safety point of view).

Mobile phone use in the workplace can also risk breaches of confidentiality. This policy is linked with the Company's Health and Safety Policy. We, as an employer, have a duty to ensure that the working environment is safe and that safe policies and practices are adopted.

This policy will apply differently to individual members of staff and what is acceptable will depend on the type of work being undertaken and the working environment. We expect all employees to adopt a common-sense approach in this regard.

SCOPE:

All references to "mobile phones" in this policy include any personal mobile phone or electronic device capable of remote communication, such as a smart phone or a Personal Digital Assistant.

This policy relates to all forms of communication, including, but not limited to, phone (and video) calls, text (or picture) messages, emails and instant messages.

The "use" of a mobile phone also includes accessing the internet, for any purpose, on a mobile phone.

POLICY STATEMENT:

Forklift Drivers

- Forklift Drivers are strictly prohibited from using personal mobile phones whilst operating machinery.
- Mobile phones can be used during breaks and lunch time periods, provided it is safe and reasonable to do so.
- It is against the law to use a hand-held mobile phone when driving. Employees are strictly prohibited from using a hand-held mobile phone at any time when driving, or in charge of, a Company vehicle, including equipment.
- If an employee is caught by the police or WorkSafe using a hand-held mobile phone or similar device whilst driving the individual can expect to get an automatic fixed penalty notice.
- The Company will not be responsible for any civil or criminal liability resulting from an employee being caught using a mobile phone whilst driving a Company vehicle or piece of machinery.
- The Company applies zero-tolerance in this area and any instances of using a mobile phone whilst driving will be treated as a serious breach of health and safety and dealt with accordingly.
- Employees are only allowed to answer or to make calls if they park their vehicle, dismount, move to a safe area, and it is safe and reasonable for them to do so.

LIABILITY FOR LOSS OR DAMAGE

The risk of losing or causing damage to a mobile phone is much greater at work. If the individual employee chooses to bring their mobile phone into the warehouse (which is not encouraged) it should be stored in a safe and private location.

The Company will not accept any responsibility or liability for a mobile phone which is lost, stolen or damaged on Company premises or during work time. Employees who choose to bring their mobile phones to work do so at entirely their own risk.

CONFIDENTIALITY

All employees owe the Company a duty of confidentiality. Employees should not reveal or disclose any confidential information about the Company, its business or operations.

An employee using a mobile phone at work may inadvertently risk breaching their duty of confidentiality. For example, by sending a photo which reveals the location of a specific job or contract.

All employees should be mindful of their duty of confidentiality at all times – particularly when using mobile phones or accessing the internet in the workplace (during breaks and lunch time periods).

BREACHES OF THIS POLICY

The Company will treat potential breaches of this policy very seriously. Any employee found to be in breach of this policy will be subject to disciplinary action under the disciplinary policy.

Breaches relating to driving whilst on Company Machinery and confidentiality will be treated as a gross misconduct offence.

RESPONSIBILITY:

- GM
- Employees and Contractors for complying with the intent and instruction of the relevant policy and procedure.

All employees, contractors and visitors are required to be familiar with this policy and act in accordance with their responsibilities. All drivers and operational staff will be trained in the company Load Restraint Procedure on a regular basis.

As representative of its development and our mutual commitment, this policy is endorsed by:

Authorised By:

Review Date:

EffLog Operations PTY LTD Load Restraint Policy	Amend. No: 1.5/2019/01	Release Date: 28/05/2019
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OCCUPATIONAL HEALTH & SAFETY POLICY

PURPOSE

This policy sets out the EffLog Operations PTY LTD Occupational Health & Safety Policy, for EffLog Operations PTY LTD staff and contractors.

SCOPE

This document applies to all:

- EffLog Operations PTY LTD work locations.
- EffLog Operations PTY LTD personnel.
- Contractors carrying out work for the EffLog Operations PTY LTD.

Note: Contractors are responsible for ensuring they abide by this policy and undertake and maintain their own equipment, risk assessments and hazardous substances management whilst engaged to undertake work by EffLog Operations PTY LTD.

EffLog Operations PTY LTD WHS policy is to create and maintain a safe, healthy and productive workplace, environment and procedures for all persons at our places of work, without risk to their health, safety or welfare arising out of our work activities.

RESPONSIBILITIES

Senior Management	Health & Safety Committee
Safety Officers	Employees
Contractors	Supervisors
Visitors	Health & safety Representatives

POLICY

EffLog Operations PTY LTD realises that working safely is vital to the ultimate success of our organisation. There can be no compromise with safety; it is, and always will be, the responsibility of each and every one of us. For all our employees, safety will always take precedence over job expediency.

EffLog Operations PTY LTD and our managers and supervisors have a total commitment to, and will continue to be responsible and accountable for the health, safety, rehabilitation and welfare of our employees, and others at our workplaces. All persons directing the work of others at our workplaces are required to join with employees and work together towards achieving and maintaining a high level of safety performance.

EffLog Operations PTY LTD is committed to protecting our employees by demonstrating a 'Duty of Care' through effective WHS Safety systems and Risk Management strategies and the application of Industry-based Standard WHS procedures.

Our objectives are:

- **To create and maintain a safe, healthy and productive workplace, environment and procedures for all persons at our places of work, without risk to their health, safety or welfare arising out of our work activities;**
- **To provide and maintain equipment and systems of work that are safe and without risk to health and provide instruction, training, leadership and supervision of employees to enable them to work safely;**
- **To consistently produce quality products and satisfy customer requirements, with quality being one of our highest priorities.**

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- To create and maintain continuous improvement strategies, systematically managing to ensure proactive hazard controls and legitimate implementation of our policies and procedures to the Industry-based WHS Standard for Safety Systems and Risk Management;
- To ensure compliance with the OHS Act (Vic) 2004; OHS Regulations (Vic) 2017; WHS Act 2011, WHS Regulations 2011 and associated Acts, referenced Industry Codes of Practice and referenced Australian Standards called up by legislation.
- To ensure ongoing compliance with Australian Standard AS4801, Occupational Health & Safety Management Systems, supporting the achievement of the highest levels of WHS performance through reduction of risks, and through the implementation of the best practicable methods and technology consistent without legal obligations to ensure our workplaces are safe and healthy.

The primary focus of all activities within EffLog Operations PTY LTD will be the provision of work excellence in its customer service whilst equally maintaining a position of excellence in the management of work health and safety for all employees.

The goal for EffLog Operations PTY LTD in occupational health and safety is the pro-active prevention of work related injuries and illnesses, and the development and promotion of safe systems of work in monitoring and measuring safety performance.

EffLog Operations PTY LTD acknowledges that the active cooperation of all employees is required for ensuring a safe and healthy working environment. Consequently, the management of EffLog Operations PTY LTD is committed to a consultative approach to occupational health and safety.

All employees are expected to contribute to the improvement of health and safety within the workplace. All employees will help facilitate cooperation on health and safety issues and will assist in implementing measures designed to ensure the health and safety of all employees

PROCEDURE

To achieve and maintain a standard of excellence in the management of occupational health and safety: Management will, where required and where reasonably practicable:

- Ensure safe and healthy working conditions.
- Provide and maintain suitable equipment.
- Establish safe and healthy work practices.
- Monitor/measure safety performance.
- Ensure all employees are properly instructed and supervised.

Employees will:

- Observe health and safety practices and procedures.
- Maintain safe conduct in the performance of their work.
- Wear protective clothing and equipment as required.
- Report any health and safety problems.

The commitment of EffLog Operations PTY LTD to the occupational health and safety of its employees is as important as its commitment to other business objectives. This policy will be regularly reviewed in the context of legislative and company changes. Employees are required by law under a duty of care to take care of their health and safety, and that of their fellow workers to the extent of their capability, by following all safety rules, procedures and instructions, and by reporting all hazards, injuries or ill health.

All aspects of our compliance with this industry-based WHS Standard Policy will be constantly monitored with regular performance to review its effectiveness, and to ensure that Duty of Care is correctly applied and adequately maintained.

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Responsibility:

Managing Director for ensuring this procedure is followed and drivers and contractors for complying with this procedure.

As representative of its development and our mutual commitment, this policy is endorsed by:

Authorised By:

Review Date:

Security and Theft Policy

PURPOSE:

The objective of this policy is to set guidelines for the procedure followed in the event of theft, attempted theft or removal of Effective Logistics', Employee or customer property. This policy applies to all Employees and Contractors.

Theft of Effective Logistics', Employee, or Customer property, irrespective of its value, is serious in nature and will be treated as such by Effective Logistics Failure to comply with this Policy may result in disciplinary action and/or termination of employment.

SCOPE:

This policy is pertinent to the organisation's operations, commercial arrangements and agreements. The policy is pertinent for all the organisation's drivers and supply chain partners.

DEFINITIONS

Theft

Theft is the unauthorised removal or misappropriation (i.e. unauthorised storage, transfer or use) of Employee, Effective Logistics', or Customer property.

Such property may include, but is not limited to:

- Product;
- Personal possessions;
- Software;
- Waste material;
- Equipment; and
- Trade secrets.

POLICY STATEMENT:

This policy aims to:

- Create a safe environment that is free from theft;
- Ensure the preservation of confidential information;
- Address all allegations of theft in a fair, sensitive and confidential manner; and
- Promote appropriate standards of conduct at all times

RESPONSIBILITY:

- All staff should be made aware of this policy upon their induction into Effective Logistics
- Authorise Employees to take Effective Logistics property off Effective Logistics' premises.
- Conduct all searches in line with this policy.
- Effective Logistics will not be held responsible for the replacement of an
- Employee's personal property.

IN THE EVENT OF A THEFT INCIDENT

The Supervisor/Manager is to obtain all necessary facts before taking any action. Pending a full investigation where there are reasonable grounds for suspecting a breach of this policy, an Employee may be suspended on pay.

During a theft investigation, Employees are expected to:

- Maintain appropriate confidentiality with respect to involvement in the investigation; and
- Cooperate with investigations.

To increase compliance with this policy, Effective Logistics reserves the right to involve police in the event of a theft incident.

Any work-related act of theft may result in the Employee being subjected to any of the following:

- Suspension, with pay, from duty pending an investigation;
- Instant dismissal;
- Disciplinary action; and/or
- Criminal charges or liable to legal action

SEARCHING OF EMPLOYEE PROPERTY

Effective Logistics reserves the right to search any of the following:

- Lockers;
- Workspace;
- Vehicles; and
- Bags.

Searches will be carried out in private with one or more of the following people present:

- Security Guard;
- Employee; or
- Employee representative.

Vehicle/bag Searches:

- Any vehicle/bag on Effective Logistics premises may be searched by Effective Logistics; and
- Effective Logistics reserves the right to conduct patrols of Effective Logistics parking lots to inspect vehicles.

Any illegal or unauthorised material that is found during the search may be reported to the police.

LOCKER WORKSPACE SEARCHES

- Staff lockers/workspace is considered to be Effective Logistics’ property and remain under the control of Effective Logistics and
- Employees are expected to assume full responsibility for the security of their lockers/workspace.

All employees, contractors and visitors are required to be familiar with this policy and act in accordance with their responsibilities. All drivers and operational staff will be trained in the company Security and Theft Policy on a regular basis.

As representative of its development and our mutual commitment, this policy is endorsed by:

Authorised By:

Review Date:

EffLog Operations PTY LTD Security and Theft Policy	Amend. No: 1.5/2019/01	Release Date: 28/05/2019
	Issue No: 1	Page 2 of 2

SPEED MANAGEMENT POLICY

Purpose:

Under the Chain of Responsibility definitions EffLog Operations PTY LTD can have influence on a heavy vehicles driver’s compliance with speed laws. Speed is largely influenced by distance and time. It is therefore imperative for the organisation to manage these risks.

EffLog Operations PTY LTD has a legal and moral duty to not cause a heavy vehicle driver to drive in a situation where they are required to speed to complete their allocated tasks in the allocated time. A heavy vehicles driver schedule includes the transit times and total work time. We recognise any changes to actual work times or conditions during transit may effect a heavy vehicle driver’s available legal hour to perform the freight task.

The desired outcome of this policy and subsequent procedures is for compliant systems that apply no pressure, requirement or inducement for a heavy vehicle driver to drive while impaired, or break any road rule including speed.

Audience:

All staff who may book transport for any purpose and our supply chain partners; All drivers and subcontractors.

Policy Statement:

It is the organisation’s policy to have commercial arrangements and scheduling practices that do not encourage, condone or reward driving while fatigued, speeding or breaching any HVNL, road or WHS/OH&S laws. It is also the organisation’s policy to minimise heavy vehicles time on site for any loading/unloading site the organisation controls or has contracted. It is the organisation’s policy to provide clean ablution and rest facilities for drivers and establish pro-active communication systems.

Only persons from the organisation who are trained and have authority are to consult or negotiate schedule times and components with clients and sub-contractors.

Drivers, Sub-contractors and the organisation have the understanding and authority to contact each other on short notice and change components of a schedule due to driver fitness, vehicle breakdown or changes to road conditions.

Supply contracts and agreements with sub-contractors are to contain requirements for:

- The reporting of non-conformances and incidents by using the incident reporting system
- Joint reviews on incidents based on a root cause analysis process
- The review of schedules
- The review of heavy vehicle driver medicals (If applicable)
- The review of driver and scheduler training
- Agreed loading and unloading times and processes
- Evidence of driver consultation on schedules

Responsibility:

The Managing Director is responsible for setting the overall reporting lines, job titles and responsibilities. All supervisors are responsible for assisting communication and consultation. All employees are responsible for cooperating in consultation and inductions. All employees are responsible for compliance with position requirements.

Actions:

Only vehicles compliant with ADR65/00 will be used by EffLog Operations PTY LTD. Confirmation of speed limiter calibration and operation will be conducted annually during annual services.

- Tampering of speed limiters will not be tolerated under any circumstances, our company has a commitment to safety not only to our own people but also other road users.
- All schedules will be set so they may be achieved without the need to speed.
- All schedulers will consult with drivers when setting schedules.
- Unreasonable deadlines and requirements will not be accepted from customers.
- An allowance for delays due to unforeseen events will be factored into schedules.
- All drivers have authority to “stop the job”.
- If a driver is delayed, they must contact operations who will alter the task so as to remove the requirement to speed.
- Drivers must report to management all speeding events.

EffLog Operations PTY LTD has fitted GPS and a tracking system to vehicles, that records and reports in real time.

- The system being used provides a real time alert to the driver via an on-board alarm, when the vehicle exceeds 100km/hr.
- The system provides a real time alert to the driver via a different alarm when the vehicle reaches 104km/hr and the speed is maintained for 5 seconds for longer and inform the drivers supervisor/management (e.g. email or sms) when a speed breach occurs.
- The system provides a real time alert to the driver via an on-board alarm, when the vehicle exceeds 100kmh.
- The system provides a real time alert to the driver via a different alarm when the vehicles reaches 104kmh and the speed is maintained for 5 seconds or longer and inform the drivers supervisor/management (e.g. via email or sms) when speed breach occurs.
- The system reports and logs each instance where a speed breach occurs.

EffLog Operations PTY LTD will proactively manage the risks associated with speeding by:

- Training, informing and educating employee and subcontractor drivers on the risks associated with speeding and the systems and processes in place to prevent and deter speeding
- Informing all drivers of the location and operating features of speed management devices in all vehicles (e.g. location of speed lights and warning buzzers)
- Complying with all legal requirements for the fitment and maintenance of Speed limiters and other equipment designed to manage speed
- Training, informing and educating vehicle maintenance staff on speed management equipment maintenance and calibration
- Developing schedules that provide sufficient time to complete the task safely & in compliance with law

- Vetting contracts to ensure they do not encourage, incentivise, demand or require a EffLog Operations PTY LTD employee or subcontractor to speed
- Investing in vehicles and equipment that prevent on-road incidents and increase survivability/limit injury where incidents do occur
- Monitoring vehicle speed, where appropriate
- Reporting, investigating and keeping auditable records of speed breaches and "notice to produce" requests
- Implementing a consequence management standard with respect to speed breaches, speed tampering and failure to meet obligations/duties as a party in the supply chain.

All suspected breaches will be investigated and appropriate disciplinary and remedial action taken. Employees who do not strictly comply with this Policy will face disciplinary action, including counselling, formal warnings and dismissal.

Speed Breaches

A speed breach occurs where:

- a driver exceeds a speed limit or drives at a speed inappropriate for the conditions, and
- the breach occurs on a road, and
- the breach occurs in the conduct of business

A speed breach may be externally identified (e.g. through a speed camera or on-the-spot infringement) or internally identified through vehicle monitoring. More than one speed breach may be incurred on a single journey. The earliest of these breaches will be considered the first offence.

Where a driver is issued an on-the-spot administrative penalty, or the penalty is posted or otherwise transmitted to the driver’s private address/post box, the driver must advise EffLog Operations PTY LTD Group.

Investigating a speed breach

A speed breach must be confirmed as the fault of the driver through an investigation by the Manager, EffLog Operations PTY LTD. A driver will be considered at fault where:

- The driver is confirmed as having been in control of the vehicle at the time of the breach, and
- The speed limiter is operating as per the speed limiter standard, and
- Monitoring devices capturing GPS and ECM (where fitted and monitored) are fully functional, and
- Where the breach is externally identified, the driver incurs an administrative penalty as a result of the breach, or
- The driver is found guilty of the breach by a court

A driver will not be considered at fault, even where the above points are confirmed, where:

- s/he breached in order to preserve life, prevent injury and/or avert damage to property or the environment or otherwise avoid or mitigate significant risk to public safety
- the driver was driving a vehicle with faulty brakes, odometer or other component related to speed

Manager, EffLog Operations PTY LTD will be the ultimate arbiter of fault where the issues above are in question/dispute. Any penalty imposed by an external authority on an individual/s is payable by the individual/s. EffLog Operations PTY LTD will not pay infringements or court fines on behalf of drivers or other parties in the supply chain except where the individual/s are not considered at fault in line with the above.

EffLog Operations PTY LTD Speed Policy	Amend. No: 1.4/2019/01	Release Date: 28/05/2019
	Issue No: 2	Page 3 of 5

Where a speed breach is confirmed to be the fault of the driver, consequences are to be applied as per table 1 for breaches ≥ 100 km/hr, and as per table 2 for breaches < 100 km/hr.

Table 1: Consequences for speed breaches ≥ 100 km/hr

Type of speed breach	Parameters of speed breach	First Offence	Second Offence	Third Offence	Fourth Offence
Critical	≥ 15 km/hr over the speed limit	Termination of employment	n/a	n/a	n/a
Major	≥ 10 km/hr – < 15 km/hr over the speed limit	First and final formal written warning stating a further breach will result in termination	Termination of employment	n/a	n/a
Moderate	< 10 km/hr over the speed limit Failure to drive to the conditions	Training in company's speed management policies & other training as required	First formal written warning issued stating that two (2) further breaches will result in termination	Formal written warning stating a further breach will result in termination	Termination of employment

Table 2: Consequences for speed breaches < 100 km/hr

Type of speed breach	Parameters of speed breach	First Offence	Second Offence	Third Offence	Fourth Offence
Critical	≥ 15 km/hr over the speed limit	First and final formal written warning stating a further breach will result in termination	Termination of employment	n/a	n/a
Major	≥ 10 km/hr – < 15 km/hr over the speed limit	Training in the company's speed management policies & other training As per first offence for a moderate breach	First formal written warning issued stating that two (2) further breaches will result in termination	Formal written warning stating a further breach will result in termination	Termination of employment
Moderate	< 10 km/hr over the speed limit Failure to drive to the conditions	Review and refresh of the road conditions/signage where the event occurred with road transport/HSE staff. Where conditions changed, details to be included in SDP/Journey Management Plans/communications as appropriate.	First formal written warning issued stating that two (2) further breaches will result in termination	Formal written warning stating a further breach will result in termination	Termination of employment

Responsibility:

Managing Director for ensuring this procedure is followed and drivers and contractors for complying with this procedure.

As representative of its development and our mutual commitment, this policy is endorsed by:

Authorised By:

Review Date:



INDUCTION & DRIVER

TRAINING MANUAL

LOGISTICS

Name: _____ Date: _____

Signature: _____

INTRODUCTION

As a driver/subcontractor for EffLog Operations PTY LTD, you are the face of our organisation and as such are the key to our future success. All employed drivers, contractors and staff represent EffLog Operations PTY LTD just the same as full-time employees. As an organisation, EffLog Operations PTY LTD is committed to providing innovative and effective logistics solutions for all our customers.

In providing such diverse and comprehensive services, EffLog Operations PTY LTD identifies the need to ensure all drivers perform their tasks in a safe, legally compliant and responsible manner. It has been documented that well trained drivers represent a lesser risk not only to themselves, but also to other road users.

To enable our drivers to perform their tasks in a safe and legally compliant manner, EffLog Operations PTY LTD is committed to the implementation of a detailed induction process, ongoing training and regular toolbox talks. This Driver Manual will assist you in understanding our requirements for drivers who work for EffLog Operations PTY LTD.

We believe that our success is due in part to the quality of the relationships which we have formed with each other, our customers and everyone with whom we deal. To maintain this we need you to communicate on any issues which arise. You should feel free to speak directly to your Supervisor on any matter which concerns you.

In dealing with customers and the public it is important that all operators remember they are representing EffLog Operations PTY LTD. Attitudes such as courtesy, friendliness and politeness are required.

In the current regulatory climate today's truck drivers need to be well-trained, well advised to the current on-road regulatory requirements and highly skilled professionals, able to get the most from modern equipment by using new and advanced technology safely to the manufacturer's specifications.

YOUR OBLIGATIONS

- The daily work sheet is to be completed accurately by the Driver
You must contact the office:
 - If running Late for Job
 - If delayed at pick up or delivery for more than 30 minutes
 - Any changes to job at pick up or delivery or any other delay
- All run sheets/Work Diary Pages must be in office at end of period or trip
- All run sheets MUST have customer signature
- Park truck and trailer in allocation provided to you on site where required

EFFLOG OPERATIONS PTY LTD OBLIGATIONS

We will:

- Make payments to your bank account & for work completed as per your agreement
- Notify you each evening of work for the following day
- Provide a safe and secure working environment
- Assist in providing resolution with any customer related issues

CHAIN OF RESPONSIBILITY ISSUES

- Anybody in Transport Operations can have responsibility for breaches of road laws:
Scheduler/Driver/Load Manager/Loader/Consignee/Consignor/DC
- Applies to Fatigue, Speeding, & Dangerous Goods, Mass & Dimension Limits & Truck Maintenance
- Load Restraint Requirements

DRIVER RESPONSIBILITIES:

- Adhere to driver hours regulations
- Required rest breaks are taken
- Records of driver hours are kept
- Vehicle does not exceed mass limits
- Vehicle and load do not exceed dimensions
- Load is properly restrained
- Dangerous Goods are transported in compliance with all legislation
- You do not exceed speed limit or fatigue limits
- You do not tamper with any equipment fitted to the vehicle
- "Stop the Job" if you are fatigued, unwell or in any way impaired.
- Truck is serviced and maintained to required standards.

FATIGUE:

- Leading cause of accidents on the road
- Complete fatigue declaration before commencing your shift
- Inform scheduler or other staff if unfit to drive at any time during the day
- Do not take any legal or illegal substance to assist with fatigue

Standard Hours: 12 Hours in 24 hour period

15 minutes break after 5¼ hours

30 minutes break after 7½ hours

60 minute break after 10 hours

7 hours continuous break in 24 hour period

Drive no more 72 hours in a week

24 hour break in every 7 day period

2 consecutive night break (7 hours) in every 14 nights

For the purpose of this manual, any activity connected with the truck shall be regarded as work time. This includes completing paperwork, pre start checks, and may include waiting for loading or unloading to commence. If you are unsure, contact management for clarification.

There are driving hour regulations in all states that specify the maximum number of work hours (Driving and Work combined) and the required rest breaks. It is vital that all operators know and comply with the regulations for the state you are driving in.

Drivers are to carry their Work Diary with them at all times when driving. Drivers who travel beyond 100km from your driver base (garaged address) as documented on the page headed - Driver Base and Record Location in your work diary are required to comply with relevant Driving Hours Regulations and complete Work Diary pages as required.

When reporting for duty and accepting the tasks allocated, all drivers do so in the knowledge that they must be fit for duty. The fitness for duty statement encompasses, but is not limited to all points listed below:

1. You are you operating within legal fatigue limits and have sufficient available working time to legally complete your assigned task.
2. Is medically fit for the task. Not under the influence of alcohol or illicit drugs, over the counter medication or prescription medication that may impair one's ability to operate vehicles or machinery.
3. Hold a current and valid licence for the class of the vehicle to be operated.

4. The company policy is a blood alcohol concentration as stipulated by legislative authorities in applicable states and territories.

All drivers must be made aware of these requirements prior to the commencement of your employment and must be prepared to accept the responsibility for failure to comply. Drivers that choose to ignore these directives will be responsible for the outcomes of any accident or incident that may result from the failure to comply. The consumption of alcohol between the starting and finishing time on any workday is prohibited. You have an obligation to report to work in a condition "fit for duty".

Your responsibilities for the care and maintenance of your vehicle form part of your daily routine via a daily vehicle check. As a driver you must ensure your work place (your truck) is safe, presentable, in good working order and not a danger to yourself or the community around you. If your vehicle is defective report it using the appropriate documentation.

Drivers must complete the Pre-Trip Inspection Checklist prior to commencing work. All vehicle problems should be reported immediately to management. Management will decide on the action to be taken. This requirement applies to both mechanical defects and to any bodywork damage.

DRUGS & ALCOHOL

The EffLog Operations PTY LTD Drug and Alcohol Policy is intended to ensure that all Employees and Contractors are in fit a condition to safely carry their work. The unauthorised use of Drugs and Alcohol by Employees and Contractors is prohibited. Any Employee or Contractor found to be affected by or in possession of Drugs or Alcohol while performing work-related tasks shall be subject to EffLog Operations PTY LTD's disciplinary procedures, which may include termination of employment or if a Contractor, ending their engagement with the company.

Testing for alcohol and drugs may also be undertaken where there are reasonable grounds based on observations by the responsible manager or supervisor of deteriorating work performance or any abnormal conduct or behaviour or where required by a customer or regulatory authorities.

Should a driver be involved in an accident, the driver may be tested. Any refusal to undergo an alcohol or drug test will be dealt with in accordance with EffLog Operations PTY LTD's disciplinary procedures.

REMEMBER:

- Do not argue with customers. If problems arise inform EffLog Operations PTY LTD Management
- Your workplace is your truck.
- 1 in 4 accidents caused by drugs & alcohol in the workplace
- Drugs compromise your ability to operate machinery
- Use of any drug (prescription or illegal) can result in extreme fatigue
- We are committed to safety in the workplace
- We have a zero tolerance to non-approved drugs in the workplace
- Random independent testing may occur periodically
- Inform management of use of prescription drugs
- Alcohol is prohibited in or near our workplace
- Police have a number of operations targeting drugs & alcohol every year
- You must comply with our Drug & Alcohol Policy
- If you are absent for work for more than 1 day a medical certificate from a doctor is required indicating fitness for work (Drivers only)

LOAD RESTRAINT

- It is the responsibility of the subcontractor/driver to ensure that the load is suitably positioned and restrained
- Inadequate load restraint is a major cause of accidents and rollovers
- A load that is restrained so it doesn't shift is required to withstand forces of at least:
 - 80% of its weight in the forward direction
 - 50% of its weight sideways and rearwards
 - 20% of its weight vertically

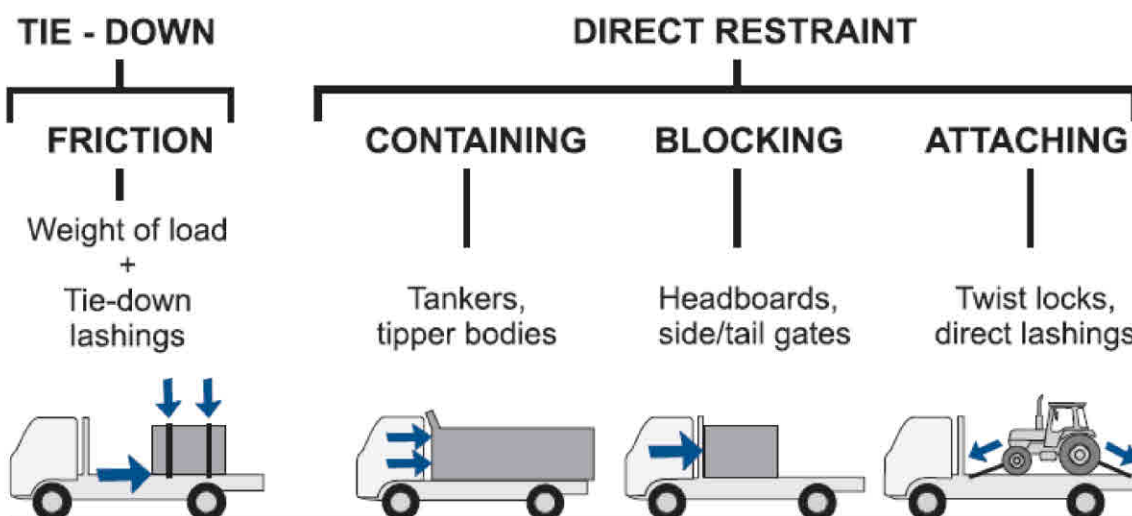
Gross Vehicle Mass (GVM) is only one component of load weight calculations. It is the responsibility of the driver to be aware of the allowed mass for the vehicle you are operating. This information can be found on the compliance plate. The GVM of the vehicle must not be exceeded. High cubic vehicles or any vehicle that is close to its legal capacity may be check weighed prior to departure.

Any loading infringement notice must be reported to the supervisor at the completion of the shift. As professional vehicle operators, you are responsible to ensure that all freight carried is secured in an appropriate manner. All loads must be loaded in accordance with the Load Restraint Guide - 2nd Edition - 2004.

Each product type has specific load restraint requirements which must be met to ensure security of the load as well as minimising any product damage. Each operator should be familiar or made aware of the specific load restraint requirements for the product being carried.

All Tautliners, unless fitted with certified load restraint curtains, must have gates. These gates must be used for all loads unless the load is directly secured and or restrained using straps or chains to the vehicle.

Gates must be restrained to prevent any outward force by the contained load and/or from becoming dislodged from the trailer during transit. Where side gates and drop-sides are designed to restrain a load without any tie-down, the top of each side should be well above the base of any item of load to be carried.








The following are your responsibilities:

- It is the responsibility of the driver, the vehicle owner and the vehicle operator to ensure the vehicle used is suitable for the type of load.

- It is the responsibility of the consignor including the original consignor of the freight, to provide the person in charge of the loading and the driver with any available information on the weight of each load and the centre of mass of the load or each item in a load.
- It is the responsibility of the person in charge of the loading and the driver to ensure the load is correctly positioned on the vehicle.
- It is the responsibility of the vehicle operator, the person in charge of the loading and the driver to ensure any dunnage is correctly chosen, positioned and restrained on the vehicle.
- It is the responsibility of the person in charge of the unloading to ensure unloading does not present any danger to any person.
- **DO** make sure that the vehicle's load space and loading deck are suitable for the type and size of the load.
- **DO** check the weight of the load to be carried.
- **DO** check the positioning of the load along the vehicle.
- **DO** consider the positioning of the load after partially loading or partially unloading the vehicle.
- **DO** position the load evenly across the vehicle.
- **DO** provide extra restraint for tall loads.

CALCULATING RESTRAINT REQUIREMENTS

MAXIMUM WEIGHT RESTRAINED BY ONE LASHING (with no load shift)						
FRONT OF LOAD BLOCKED?	NO		YES			
HOW MUCH FRICTION?	MEDIUM <small>(Smooth Steel on Timber) $\mu = 0.4$</small>	HIGH <small>(Rubber Load Mat) $\mu = 0.6$</small>	MEDIUM <small>(Smooth Steel on Timber) $\mu = 0.4$</small>	HIGH <small>(Rubber Load Mat) $\mu = 0.6$</small>		
 <small>H+L = 0.85 or more</small>	Lashing angle 60° or more to horizontal					
ROPE - Single Hitch <small>(50 kg average tension)</small>	85 kg	255 kg	340 kg	425 kg		
ROPE - Double Hitch <small>(100 kg average tension)</small>	170 kg	510 kg	680 kg	850 kg		
WEBBING STRAP <small>(300 kg average tension)</small>	510 kg	1530 kg	2040 kg	2550 kg		
CHAIN <small>(750 kg average tension)</small>	1275 kg	3825 kg	5100 kg	6375 kg		

VEHICLES & EQUIPMENT

Equipment must be operated at all times at controlled speeds which are appropriate to safety, legal limits and road/weather/visibility conditions. Equally important, all driving shall be done in a manner that ensures the best economy on fuel consumption, wearing on the tyres and brakes so as to achieve the maximum useful life of the vehicle. Pre Start checks must be completed daily. The pre start declaration must be completed and handed in each week. If you have any concerns with your vehicle or vehicle safety you must contact the office. Do not operate equipment/vehicle until safe to do so.

All drivers are required to obey all cabin warning devices and lights. If any of the warning devices or lights are activated, the vehicle should be stopped and the fault reported to the Operations Manager.

The driver of a vehicle should, when following another vehicle, keep sufficient distance between their truck and the vehicle in front to enable the driver to stop safely in an emergency and not run into the vehicle ahead.

Distances between vehicles and the travel speed will vary from vehicle to vehicle, but every driver should try to maintain a minimum distance of 4 seconds for rigid's and single trailers and at least 7 seconds for a B-Double behind the next vehicle ahead.

Tailgating is expressly forbidden, as is travelling in convoy. All transport best practice recommends not travelling any closer than 4 seconds for rigid's and single trailers and 7 seconds for B-Doubles to the next vehicle ahead. If travelling in poor conditions ie. rain, fog etc the distance time should be increased. This will allow you to take evasive action in the case of an emergency.

OTHER

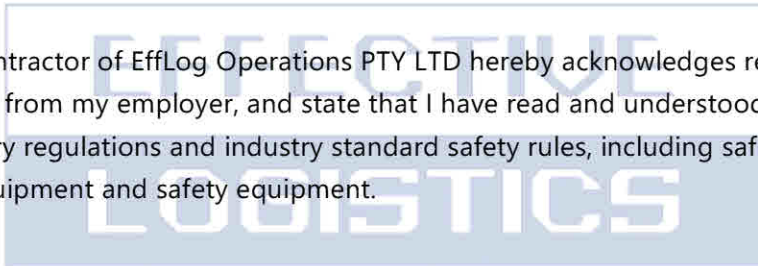
- Gross Mass – Axle Mass – perform pre-trip inspection to check that vehicle is not overloaded
- Dangerous Goods – Only packaged DG are carried. Always ensure appropriately equipped spill kits are available. Sign run sheet to indicate conformity.
- Speeding – It is your responsibility to remain within the speed limits. Tailgating will not be tolerated under any circumstances
- Seatbelts must be worn at all times while driving.
- Mobile phones are not to be used while driving
- Accidents & Breakdowns – Contact Operations immediately.
- When working for EffLog Operations PTY LTD you are representing the company. Your conduct at the client's site should reflect this.
- Every site has their own induction and we have to complete all required inductions and obey their rules at all times.



I, _____

- Employee
- Subcontractor Company _____

An employee or subcontractor of EffLog Operations PTY LTD hereby acknowledges receipt of EffLog Operations PTY LTD Driver Manual from my employer, and state that I have read and understood its contents. I also undertake to comply with statutory regulations and industry standard safety rules, including safe driving, the proper use of all personal protective equipment and safety equipment.



Signed: _____

Date: _____

- Employees
This acknowledgment form is to be completed and signed and returned to the office/manager.
- Subcontractors
Photocopy this acknowledgement form for each employee engaged in work for EffLog Operations PTY LTD to complete and sign. Keep the signed originals for your record and make copies to return to EffLog Operations PTY LTD for their record.

EFFECTIVE LOGISTICS SITE INDUCTION

8 INFINITY DRIVE TRUGANINA

PPE

The following items of PPE must be worn by all employee's and visitors to Effective Truganina.

- Approved closed toe footwear
- High Visibility clothing
- Eye protection equipment when using power operated tools and welders or in any other situation where eye injury may occur from flying particles or splashing chemicals
- Gloves must be worn where injury may be sustained from sharp edges, solvents, chemicals or any other skin damaging materials
- Long hair must be tied back before performing any maintenance or loading tasks

SMOKING

Smoking on site is permitted ONLY in prescribed areas. No smoking is permitted around the truck parking area or away from the designated area.

CONSUMPTION OF FOOD AND DRINK

Food is to ONLY be consumed in prescribed areas, drinks in a closed lid bottle are allowed on the warehouse floor, open containers are only allowed in Office Areas.

SAFE WALK AREAS

The Warehouse has been marked out with Safe Walk Areas, visitors are to stick to these walkways at all times. There are also walkways in the truck loading area (under the awning), Drivers and Visitors are to remain in these areas at all times.

VISITORS IDENTIFICATION

Visitors may be asked to produce identification at any time by any member of staff. Any visitor unwilling to co-operate may be asked to leave the site immediately.

VEHICLE SAFETY

The truck loading/unloading area can get extremely busy, during operational hours, drivers are permitted only in the Bathrooms, Lunch/Break Room, Dispatch Office and by their trucks. Under no circumstance is the driver allowed to walk between trucks as there are constant moving forklifts. Drivers seen not complying will be asked to leave site and may face a ban from re-entering the site. Our forklift drivers are very efficient and will attend to your vehicle in due course, Please do not attempt to converse with the forklift driver whilst they are load-

TRAFFIC MANAGEMENT

Speed Limit is 10 km/h on site and must be adhered to at all times. Traffic must move one way, with entry to the West of the Building and Exit to the East. Under no circumstances can vehicle enter using the exit gate or vice versa.

HAZARD IDENTIFICATION AND CONTROL

If you see a hazard whilst on site, please ensure that it is reported to an employee in a timely manner to ensure all employees and visitors remain safe at all times.

ACCIDENT, INCIDENT AND HAZARD CONTROL

Any accident or incident that occurs whilst on site MUST be reported immediately, and in Incident Form must be completed prior to you leaving site. Your safety is our priority.

HAZARDOUS MATERIAL REGISTER AND MSDS

If any Hazardous Materials will be used or stored whilst on site, it is an OHS regulation that an MSDS be provided to keep in the sites file. If you do not supply an MSDS, you may be rejected from site.

Date ____/____/____



I (Your Name) _____ have received the

EFFECTIVE LOGISTICS, 8 INFINITY DRIVE TRUGANINA, OHS induction performed by

(Name of person conducting the induction) _____

I have attended the induction as requested and understand the work methods and safety actions that are required to be undertaken during my employment here.

I also confirm that the following specific points have been read, discussed and understood during my induction.

Please tick the following boxes to indicate instruction or training received		<input checked="" type="checkbox"/>
The use of Personal Protective Equipment		
Smoking on Site		
Consumption of Food and Drink		
Safe Walk Areas		
Visitors Identification		
Vehicle Safety		
Traffic Management		
Hazard Identification and Control		
Accident, Incident and Hazard Control		
Hazardous material register and MSDS		
Additional training received:		
Certificates of Competency held		
Type: Construction Card, First Aid etc.	WorkCover No/Certificate No..	

By signing this document, you acknowledge that you understand the topics discussed and that you will be held accountable against them.

Signed:

Date:

Inducted By:

Signed:

Date: